

Attachment J-13 – Annotated Outline for Recurring Reports

Invoice Performance Report (IPR)

Each invoice shall be accompanied by a performance report that provides summary-level information of the completed services and deliverables provided during the billing period. The monthly Quality Assurance Surveillance Plan (QASP) self-assessment is attached to the IPR and also includes summary-level information. When that summary information appears in both the IPR and QASP, a statement in the IPR that the information is included in the QASP will be added to the IPR. Clear separations shall be provided between major sections (e.g. Sections 2.0 and 3.0). Each subsection (e.g. Section 3.2, Safeguards) shall be no more than two pages. When the content is brief, a single page may have content from multiple subsections.

GENERAL OUTLINE AND CONTENT

C.2.0 MANAGEMENT AND ADMINISTRATION [MAJOR SECTION]

C.2.2 Environment, Safety, Health, and Quality Program [subsection]

- Summary count of reportable injuries of personnel during the period.
- Summary count of conditions adverse to quality identified, and/or closed during the period.
- Summary count and type of ORPS reports issued during the period.

C.2.5 Property Management [subsection]

- Summary count and type of personal property items dispositioned (e.g. transferred, excessed, etc.) during the period.
- Summary count of parameter changes made to buildings, trailers, or Other Structures and Facilities (OSF) in the Facility Information Management System during the period; e.g. 5 buildings updated; 2 trailers excessed; and 19 OSFs updated).
- Summary count of government fleet vehicles dispositioned (e.g. transferred, excessed, etc.) during the period.

C.3.0 FIRM-FIXED-PRICE AND LABOR HOUR WORK [MAJOR SECTION]

C.3.2 Safeguards and Security [subsection]

- Total number of notices, identified by element (1. Program Management Operations, 2. Physical Protection, 3. Information Security, 4. Personnel Security, 5. Material Control & Accountability, and 6. Foreign Visits & Assignments), that were made to DOE during the invoice period.
- Total number of notices, identified by type (IOSC, access authorizations, and changes in employee clearances and/or access) that were made to the Paducah contractor organizations during the invoice period.

C.3.4 Operations and Management of Assets [subsection]

- Provide the downtime percentage during the billing period for assigned areas of coverage.
- Short descriptions of circumstance or conditions outside the ability of contractor to control impeding the completion of work.
- Provide the actual downtime percentage of the fueling station, in whole or part (e.g. E85 or other fuel). (Provided in the QASP Monthly Self-Assessment

C.3.5 Facility Services [subsection]

- Provide the downtime percentage during the billing period for assigned areas of coverage.
- Short descriptions of circumstance or conditions outside the ability of contractor to control impeding the completion of work.
- Provide the actual downtime percentage of the rail system, in whole or part. (Provided in the QASP Monthly Self-Assessment)

C.3.6 Records Management and Document Control [subsection]

- Provide monthly totals of records received, number random samplings performed, number of records imported into the Electronic Records Management System (ERMS) by media type, and the error rate for period. (Provided in the QASP Monthly Self-Assessment)
- Monthly count of boxes transferred to the Federal Records Center (FRC)/National Archives and Records Administration (NARA), number of boxes eligible for destruction, and total number of boxes destroyed. (Provided in the QASP Monthly Self-Assessment)
- Monthly counts (boxes and square footage) of historical records processed; paper, electronic data, microfilm, x-ray film, audio-visual, and other types). (Provided in the QASP Monthly Self-Assessment)

C.3.7 Mail Services [subsection]

- Identify days/hours of disrupted service, if applicable during the period of billing. (Provided in the QASP Monthly Self-Assessment)
- Forecast of any periods of unavailability and contingent measures to be implemented. (Provided in the QASP Monthly Self-Assessment)

C.3.9 Training Services [subsection]

- Summary of courses for the period of billing and number trained. (Provided in the QASP Monthly Self-Assessment)

C.3.10 Radiological Site Services for Others [subsection]

- Additions or reductions in total inventory of serviced radiological instruments.
- Total number of completed calibrations during the period, listed by type.

C.3.12 Computing, Telecommunication, and Cyber Security [subsection]

- Summary description of Cyber Security Incidents observed during the period. (Provided in the QASP Monthly Self-Assessment)
- Summary count of all controlled article passes issued.
- Summary of system-level (accreditation boundary) changes for each active system. (GSS and NNSS)
- Summary count of Helpdesk Tickets (open, closed, average response time). (Provided in the QASP Monthly Self-Assessment)
- Summary of changes to the site software and system licenses. (Provided in the QASP Monthly Self-Assessment)

Level II Service Orders [Subsection]

Applies to all PWS service areas – Reporting is applicable when Level II services are requested/provided.

The contractor shall provide cumulative and monthly values for Level II service orders:

- Total number completed, total number pending completion, each categorized by service area.

- If applicable, identify any orders pending DOE approval.

C.4.0 COST REIMBURSEMENT WORK [MAJOR SECTION]

C.4.2 Replacement of Government Furnished Property [subsection]

- For the period of billing, provide the number of proposed purchases and number of approved purchases. Itemized list of completed purchases should identify by date, brief description of property, number of units, and cost. Supporting documentation is provided in the actual invoice to DOE.

C.4.3 Interagency Fleet Management System (IFMS) Vehicles [subsection]

- Summary of IFMS vehicle uses by date, brief description, and cost during the period (applicable to C.4.5. only). Supporting documentation is provided in the actual invoice to DOE.

C.4.4 Software Licenses [subsection]

- For the period of billing, provide the number of proposed purchases and number of approved purchases. Itemized list should identify by date, brief description of the software application (or service), type of application, number of licensed units, unit cost, and total cost. Supporting documentation is provided in the actual invoice to DOE.

C.4.5 Utilities [subsection]

- For the period of billing, provide a summary page with total costs for the period from each source: gas, electrical power, phone service, water, and any other uncategorized sources. Invoice support should include actual invoicing for each utility billing being claimed for reimbursement. Supporting documentation is provided in the actual invoice to DOE.

C.4.6 Medical Monitoring for DOE [subsection]

- For the period of billing, provide the number of completed physicals, itemized by date, organization (DOE or DOE support contractor), and cost. Supporting documentation is provided in the actual invoice to DOE.

C.4.7 DOE and Other Contractor Cell Phones, Copiers, and Printer Supplies [subsection]

- For the period of billing, provide a summary page with total costs for the period. Invoice support should include actual invoicing for each billing being claimed for reimbursement. Supporting documentation is provided in the actual invoice to DOE.

C.5.0 TASK ORDER SERVICES [MAJOR SECTION]

Section 5 of the report shall provide summary level information for work performed under Section H Task Ordering Procedure. Reporting should provide summary of work performed during the period for pre-priced Indefinite Delivery/Indefinite Quantity (ID/IQ) scope, newly priced ID/IQ scope, cost reimbursable services, and/or fixed price task orders. Additional and unique reporting requirements may be specified at the time a task order is placed.

In alignment with Section H Clause Task Ordering Procedure, Task Order summaries for cost-reimbursable, or fixed-price work placed under shall be identified in this section of the report, when applicable.

If not specified by each task Order, the following shall be reported for each type of task:

C.5.1 IDIQ Services [subsection]

Reporting for ID/IQ elements will provide reporting itemized by Task Order, with the quantities provided during the billing period, the price incurred, the cumulative price to date, and total remaining per the approved task order.

C.5.2 Cost Reimbursable [subsection]

Summaries of cost-reimbursable activities should describe in concise narrative format, the work completed during the billing period, percentage of work complete, percentage remaining, costs incurred for the period, total cumulative costs, and remaining funded amounts.

C.5.3 Fixed Price [subsection]

Summary descriptions should provide enough information to support the percentage of work completed, and be supportive of partial payment. If payment is sought for the entire amount or for the final balance, the contractor shall provide documentation demonstrating completion of the work.

DELIVERABLES [MAJOR SECTION]

- Brief list of completed deliverables during the reporting period, title and date submitted.
- Forecast of upcoming deliverables for the next month; listed by title and due date.

Annual Data Report

Report Format

The general report format shall be submitted in Microsoft Word (2010, or latest approved version). Alternatively, PDF format may be provided if the file is created from the direct digital output (not scanned) from the source applications that are used to create the report.

Data Formats

For each category of reporting, the contractor shall provide supporting data files in Microsoft Excel or Access (2010, or latest approved version); Primavera schedules should be provided in PDF for the Annual Data Report, and made available in Primavera format upon request from DOE.

GENERAL OUTLINE AND CONTENT

Annual Reporting of Fixed-Price Services

Environment, Safety, Health, and Quality Program

- Annual values for the contractor total recordable cases of injuries and illnesses and cases involving days away from work or on job transfer or restriction.
- Total number and category of ORPS reports for the year.

Property Management

- The material type and quantity transferred to PACRO during the FY.

Radiological Site Services for Others

- Output (from Computerized Maintenance Management System) of the active total inventory of serviced radiological instruments.
- Total number of completed calibrations during the year, listed by type.

Safeguards and Security

- Total number of security notices, sorted by type, made to DOE, and total number made to the Paducah contractor organizations during the year.
- Total number of badges issued during the year.
- Total number of clearances processed during the year.

Computing, Telecommunication, and Cyber Security

- Total number of Cyber Security Incidents reported in the year.
- Total number of controlled article passes issued.
- Total number of Helpdesk Tickets (open, closed, average response time).
- Full list of all site software on the network and system licenses, including SQL servers, as of the end of the reporting period.
- Total number of network accounts by contractor.
- Total number of computing equipment by type, as of the end of the reporting period.

Operations and Management of Assets

- Total number of Service Level I and II (below the limit of liability) activities completed during the year and the estimated labor hours for each type.
- Running average time from request for service to time of completion, both by month, and cumulative value.

Records Management and Document Control

- Provide data that identifies statistics by month and annual totals:

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- Number of records received,
- Number of random samples performed,
- Number of records imported into the ERMS by media type,
- Number of Totals records requests and data calls (e.g., Freedom of Information Act, Privacy Act, Litigation, DOE records requests and other internal or external requests) and average processing time,
- Number of individuals that received records management training; organization, type of training,
- Box counts of records transferred to the FRC/NARA, records eligible for destruction, and total destroyed.

Mail Services – none

Training Services

- Total number of traditional classroom courses offered during the year and total number of participants per course.

On-Site Fueling Service

- Running average uptime percentage, both by month and cumulative value

Annual Reporting of Cost Reimbursable Areas

Utilities

Provide the total annual usage for each utility category in terms of cost and unit quantity for:

- Electrical power (kW, or kW-hrs),
- Gas (BTU or common conventional unit in billing),
- Water (Gallons) by account,
- Internet by account,
- Phone by type.

DOE Physicals

- Total number and cost of physicals by organization (DOE or DOE support contractor)

Replacement of Government Furnished Property (GFP)

- Total cost of replacement GFP, itemized by organization/functional group within SSI.

Interagency Fleet Management System Vehicles

- Total annual cost of vehicle usage, itemized by month.

Software Licenses

- Total cost of software purchases, itemized by month, and type of software.

Annual Reporting of Services provided by Task Order

As issued during the fiscal year (or prior year, if ongoing work)

ID/IQ Services

- ID/IQ elements will be itemized by Task Order, with total quantities for the year, total annual price incurred, and the cumulative price to date.

Cost Reimbursable

- Listing of cost-reimbursable tasks, percentage of work completed, percentage remaining (if open), costs incurred for year, total cumulative costs, and remaining funded amounts.

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Fixed Price

- Listing of Firm Fixed Price tasks, percentage of work completed, partial payments requested during year, total price of each.